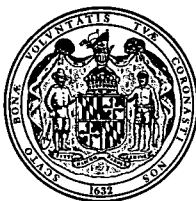
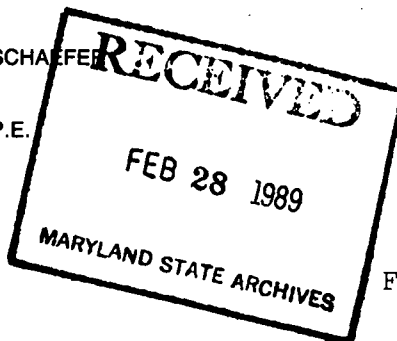


State of Maryland Department of General Services

WILLIAM DONALD SCHAEFER
Governor

EARL F. SEBODA, P.E.
Secretary



February 24, 1988

DESIGN & CONSTRUCTION
RECORDS MANAGEMENT
PLANT MANAGEMENT
SPACE MANAGEMENT
LAND ACQUISITION
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATIVE & FISCAL SERVICES
MULTISERVICE CENTERS

MEMORANDUM FOR: Patricia V. Melville
State Archivist

FROM: Paul Runnion *PER*
Records Management Specialist

SUBJECT: SCHEDULE NUMBER M-33

1. Confirmation of the permanent retention period, for items 5,6,7,9 (a), and 9(i) of subject schedule, was made with Mr. R. Ronald Bowers, the approving official, during phone conversation of February 24, 1989. That period reflects current managerial and legal (City Attorney) guidance by City of Rockville policy makers.
2. Mr. Bowers had been advised, and so conveyed to afore mentioned policy makers, that ONLY the State Archivist can authorize destruction of permanent records. Further, such destruction can only occur after the permanent records have been formally (by letter) offered to, and refused by, the Maryland State Archives.
3. Based on foregoing, and fact that the City of Rockville will provide the repository for those permanent records falling under the scope of subject schedule, MSA authorization for the subject schedule is considered appropriate.
4. If additional information concerning foregoing is needed, please contact me at 799-1930.

PER:bc

cc: R. Ronald Bowers

State Records Management Center
7275 WATERLOO ROAD (RTE. 175), P.O. BOX 275, JESSUP, MARYLAND 20794-0275 (301) 799-1930

Teletypewriter for Deaf: Balto Area 383-7555

D.C. Metro 565-0451

Statewide 1-800-492-5062

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. M-33

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RECORDS RETENTION AND DISPOSAL SCHEDULE

CITY OF ROCKVILLE

POLICE DEPARTMENT

AGENCY		DIVISION
Item No.	Description	Retention
5.	<u>CRIMINAL FILE</u> Contains 2 types of identifier files - (a) RCID 5" X 8" - Descriptive - Alphabetically with unique number assigned (b) ALPHA 3" X 5" - Descriptive Both give name, addresses and vital statistics of defendant. Serves as a locator for reports and arrest jackets and record checks.	Retain permanently.
6.	<u>INCIDENT FILE</u> A sequential file by calendar year through 31 December '87 of original documents relating to events; crimes and other incidents reported to Police and required to be in writing by law, regulation or policy. Comment: On 1 January, 1988, the record system of this Department was integrated with the Montgomery County Police Department. Since that time, they are the custodian of the incident file for reports made on and after 1 January, 1988.	Retain permanently.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

2-17-89
Date

R. Ronald Bowers
R. Ronald Bowers, Tech. Svcs. Coord.
Signature Title

Date

Edward C. Bowers
State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. M-33

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RECORDS RETENTION AND DISPOSAL SCHEDULE

CITY OF ROCKVILLE

POLICE DEPARTMENT

AGENCY		DIVISION
Item No.	Description	Retention
3.	<p><u>MARYLAND SAFETY EQUIPMENT & REPAIR ORDER/WARNING MSP157</u></p> <p>Size: 5" X 9" File Arrangement: Alphabetically by year of by year of issue Distribution: MSP gets a copy only Description: Document provides 3 options for local law enforcement agency use (a) SERO - copy sent to MSP (b) Warning - maintained by local agency (c) Field Interrogation - maintained by local agency</p>	<p>Local filed copies kept for 3 years regardless of how docu- ment is used; then destroyed.</p>
4.	<p><u>CITY OF ROCKVILLE PARKING VIOLATION FORM</u></p> <p>Size: 4 1/2" X 9 1/2" File Arrangement: Court Copy - Active file by Tag #; File Copy - Sequentially by number and calendar year; Violator Copy - To vehicle in violation Description: Court Copy is maintained until either paid or violator requests trial date. If paid, Court Copy with paid receipt is filed by tag number within calendar year. If trial date is requested Court Copy is forwarded to Court. The Court subsequently returns copy with disposition.</p>	<p>File copy - maintain for 3 years, then destroy. Court copy - destroy copies with a receipt attached 3 years from date of receipt. Destroy Court copy with final disposition three years from date of disposition.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

2-17-89

R. Ronald Bowers, Tech. Svcs. Coord.

3/14/89

State Archivist

Date

Signature

Title

Date

State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

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RECORDS RETENTION AND DISPOSAL SCHEDULE

CITY OF ROCKVILLE

POLICE DEPARTMENT

AGENCY		DIVISION
Item No.	Description	Retention
	Supersedes Schedule M-7 dated 5/15/62	
1.	<u>STATE OF MARYLAND UNIFORM COMPLAINT AND CITATION</u> <u>BOOK DR-49 (Rev. 7/88)</u> Size: 5" X 9" File Arrangement: Sequentially by State assigned number Distribution: #1 Court Copy #2 Law Enforcement Copy #3 Officer's Copy #4 Defendant's Copy Description: Self Explanatory - Issued by State of Maryland Comment: TR 26-407, Pg. 391 empowers MVA to adopt regulation regarding disposition of traffic citations. No rules or regulations could be found in the Maryland M/V law. Recommendation based on prior experience.	Copy #2 retained for 3 years or until audited by State, whichever is later. Copy #3 disposed of by Officer subsequent to final disposition.
2.	<u>STATE OF MARYLAND UNIFORM CRIMINAL/CIVIL</u> <u>CITATION DC-16 (Rev. 7/86)</u> Size: 5" X 10" File Arrangement: Alphabetically Distribution: Noted on cover of each book - Original to Court - Pink copy for Agency - Goldenrod for Officer Description: Self-explanatory - Issued by State	Pink copy retained on file for 3 years from date of offense then destroyed. Goldenrod retained by Officer until final disposition then may be disposed of.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

2-17-89 R. Ronald Bowers, Tech.Svcs.Coord.
Date Signature Title

3/14/89 [Signature]
Date State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

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RECORDS RETENTION AND DISPOSAL SCHEDULE

CITY OF ROCKVILLE

POLICE DEPARTMENT

AGENCY		DIVISION
Item No.	Description	Retention
10.	<u>MOTOR VEHICLE ACCIDENT REPORTS</u> Description: All M/V Accident Reports on file through 31 December 1987 are covered by this schedule. Beginning 1 January 1988, Montgomery County Police became custodian of our M/V records. Their policy is to maintain these records for 3 years then destroy.	Retain 3 years.
11.	<u>POLICE PROPERTY CARD</u> Size: 5" X 8" Description: Reflects property coming into police possession for a variety of reasons. Shows final disposition of the property.	Retain 3 years

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

2-17-89 R. Ronald Bowers
R. Ronald Bowers, Tech. Svcs. Coord.

3/14/89 [Signature]
State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

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RECORDS RETENTION AND DISPOSAL SCHEDULE

CITY OF ROCKVILLE		POLICE DEPARTMENT
AGENCY		DIVISION
Item No.	Description	Retention
9.	<u>DEPARTMENT GENERAL FILES</u> (a) Reading File (b) Inter/Intra-Department Correspondence Files (c) Daily Operations Report (d) Staff Reports (e) Multipurpose Receipt for payments received from the public (f) Non-Active Personnel Files (g) Training Files (h) Background Investigation Files (i) Internal Affairs Files (j) All other departmental reports, memoranda, minutes, writings not specifically covered by Federal, State, County, or local law (k) Complaint Control Log	 Permanent 3 years 3 year 3 year 3 years 5 years 3 years 3 years Permanent 3 years 5 years

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

2-17-89 R. Ronald Bowers
Date Signature Title

3/4/89 [Signature]
Date State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

CITY OF ROCKVILLE

POLICE DEPARTMENT

AGENCY

DIVISION

Item
No.

Description

Retention

7. CRIMINAL ARREST FILE

A numerically sequential file by calendar year through 31 December, 1987 containing all documents relating to the arrest of individual including - original arrest report, copy of incident report, and other documents..

Comment: Effective 1 January, 1988, Montgomery County Police Department became custodian of all City of Rockville arrest records executed on and after 1 January, 1988.

Retain permanently except as required by expungement law.

8. COMMUNICATIONS DOCUMENTS

Size: 3 1/4" X 6"

Description: Unit Activity Card is self-initiated by an Officer when he takes some action on his own such as issuance of a traffic ticket, ERO or maybe an on view criminal arrest. Officer/ Incident reports are not generated as the result of a Unit Activity Card.

Run Card is initiated primarily as the result of a complaint received from external sources. On occasions a Run Card is generated as the result of activity captured on the Unit Activity card particularly where there is a resultant arrest requiring a report of some sort.

The information contained on these cards are put in a computer and retained.

Retain cards for 3 years then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

2-17-89

R. Ronald Bowers, Tech. Svcs. Coord.

3/14/89

State Archivist

Date

Signature

Title

Date